

OFFICE OF PROCUREMENT

Contract Management Module Requirements LMS-OP-5104 Revision: D

Approval Original Signed on File
Organizational Unit Manager, Office of Procurement
Date 9/25/08

NASA Langley Research Center (LaRC)
Langley Management System (LMS)

Change Record

Rev. No.	Date	Description
B	11/21/2007	Section IV, Paragraph B allow for exceptions of solicitations to be created in CMM by adding “unless Agency policy states otherwise”. Paragraph E. add that the current Specialist is responsible for updating owner information in CMM.
C	5/13/2008	Section IV, Paragraph C, 1. change Contractor identification. Paragraph E. add type of authority to use on the SF 30. Paragraph F. 2. add clarification for coding a GSA IDIQ with separately funded T/DO’s.
D	9/25/2008	Section IV, Paragraph B, delete #5 which required those with CMM legal roles to be identified as ex-officio members for SEBs and SETs. (Procedures identified in #1-4 negate the need for #5.)

I. Introduction

This procedure provides requirements to the Office of Procurement (OP) personnel in utilizing the Prism software Contract Management Module (CMM). CMM is an application within the NASA Integrated Enterprise Management Program (IEMP).

II. Records

Records generated by this procedure are contained in the Contract Files.

III. Listing of Instruction Topics

- A. General
- B. Solicitations
- C. Awards
- D. Amendments/Modifications
- E. Correction Modifications
- F. Placing Task/Delivery Orders Against Internal or External Contracts
- G. Additional Requirements for Task/Delivery Orders
- H. Sharing Langley Research Center Documents
- I. Reminders
- J. Acronyms

IV. Instructions

A. General - Review the IEMP Enterprise Performance Support System (EPSS) CMM End User Procedures (EUPS) prior to and during performing any actions in CMM. This training is located on the CMM home page under Web Favorites or the link is [EPSS Home Help](#).

B. Solicitations - All solicitations, excluding combined synopses/solicitations for commercial items, are to be created utilizing CMM to include coverage/form and body/terms and conditions unless Agency policy states otherwise. Approved Langley unique clauses are located on The Link and the Langley Research Center (LaRC) data base within CMM. Contact the Policy Officer if any clauses other than these are utilized.

Combined synopses/solicitations for commercial items can be created using the Request For Quotes (RFQs) function in NAIS. If RFQs is not used, CMM must be used for creating the coverage/form and body/terms and conditions for posting to the Electronic Posting System (EPS). With the coordination of a CMM Super-User, only a OP Branch Head, or higher, can approve an exception to this policy. Final approval shall be documented in the contract file.

When selecting the applicable provisions/clauses of the solicitation, DO NOT delete the provisions/clauses that are not selected in CMM. Keeping this information will enable the reviewer to accomplish a complete review of the solicitation.

Steps to Protect Source Selection Data when generating a solicitation in CMM

1. Generate the first version of the solicitation in CMM without adding the requirement specific content in sections L and M (factors; subfactors; scoring/weighting; etc.). Most of this information is required to be crafted from sample content located on the 'Link' and requires tailoring to each specific requirement.

2. Develop the requirement specific content for sections L and M within the Source Evaluation Board (SEB) facility on a computer. Check the solicitation out of CMM and merge it with the section L and M content. Maintain the solicitation outside CMM once the data deemed to be source selection information has been merged. For any other information determined to be source selection information, this same process would be acceptable. For instance, the Statement of Work shall not be loaded into CMM when drafting the first version of the solicitation.

3. The document maintained outside CMM shall be used for all necessary reviews. However, if the document is checked back into CMM and the 'reopen' button is clicked, any subsequent body generation will not retain information added into the solicitation while it was 'checked out'. As a result, it is recommended to not check-in the document until the solicitation is issued. If a clause needs to be updated, etc. during reviews; the revision can be added to the version 'checked out' residing on the computer.

4. On the day of solicitation release, the solicitation is to be checked back into CMM. Following release of the final solicitation, any changes are to be handled as amendments utilizing CMM.

C. Awards - All awards are to be created utilizing CMM - to include cover page/form and body/terms and conditions. With the coordination of a CMM Super-User, only an OP Branch Head, or higher, can approve an exception to this policy. Final approval shall be documented in the contract file. Additional instructions on specific sections with in CMM are as follows:

1. CMM Main - General Section

Buyer - Populate with current buyer's identity (ID), unless award will transfer to the Contractor Expeditor. If the award will transfer to the Contractor supported File Room, populate this field with Clarissa Wright, LA1978XD.

Contracting Officer (CO) - Populate with the CO's ID for the instant action.

Contracting Officer Technical Representative (COTR) - Populate with the certified COTR, if applicable, in the Contracting Officer Representative field. Task, delivery and purchase orders are not to identify technical monitors (i.e., leave the Contracting Officer Representative field blank).

2. CMM Main - Additional Information Section

DO/DPAS Rating - Do not populate this field unless specifically designated in NFS 1811.603.

NAICS Code - Populate this field for the following actions, as a minimum: purchase orders over \$25,000, definitive contract actions, basic ordering agreements (BOAs), blanket purchase agreements (BPAs), and indefinite delivery contracts.

Report to FPDS-NG as a Stand-alone Contract - Check this box if the award is not an Indefinite Quantity/Indefinite Delivery (IDIQ) type contract whereas task/delivery orders (T/DO) will be issued.

Purchasing (P-) Group - Populate with current buyer's P-Group, unless award will transfer to the Contractor Expeditor. If the award will transfer to the Contractor Expeditor, populate this field with the Expeditor P-Group, L7B.

Purchasing Organization - Ensure the Main, Additional Information, Purchasing Organization field is populated with the OP organizational code in which the award is being made under, i.e. B102 or B103.

3. CMM Main - Text Section - Remove the PR number from the Description field and populate with a description of the award being made, e.g. Propulsive Landing System for Earth Entry Capsules. This shall not be changed on any subsequent modification actions unless the scope of the effort changes. This information feeds to FPDS-NG for federal reporting requirements.

NOTE: Research and development (R&D) contract awards shall provide a 300 word minimum summary of the requirement for each new award and new work award. See NFS 1835.071. This includes SBIRs, Orders and Grants. This is not applicable to T/DOs issued against R&D awards.

D. Amendments/Modifications - All amendments/modifications are to be created utilizing CMM to include coverage/form and uploading subsequent attachment pages utilizing the Attachment section under Package. With the coordination of a CMM Super-User, only an OP Branch Head, or higher, can approve an exception to this policy. Final approval shall be documented in the contract file.

E. Correction Modifications - A correction modification shall be issued to correct data previously "released" in CMM that is incorrect or to update the buyer, CO, P-Group or COTR. Correction modifications are internal system (CMM) modifications only and shall not impact the contract/agreement/order or modifications issued. A correction modification is not considered a contract action as it does not meet the definition of a contract modification per Federal Acquisition Regulation (FAR) 2.101 or FAR 43.103. However, a Standard Form (SF) 30 must be used to generate the correction as this is the only vehicle available within CMM to update the system. As a result, the correction modification does not need a Contracting Officer's signature. The type of modification/authority shall be identified as "systems correction modification" in Block 13 Section D, Other, of the SF 30. While a correction modification is not

consistent with records normally contained in contract files per FAR 4.803, it shall be filed with the action being corrected for system reconciliation and audit trail purposes. Correction modifications are to be provided to the Contractor FPDS-NG data entry support to ensure FPDS-NG is correct.

The numbering scheme for issuing correction modifications shall be as follows: for actions issued to the base award, use 00000A, 00000B and so on; for actions issued to a modification, use the modification number with an “A” as the last character (e.g. Mod 000001 with correction Mod 00001A); for further actions issued to a correction modification, use 00001B. If the buyer, CO, P-Group or COTR information is being revised, issue a correction to the last modification issued using the numbering scheme described above. Contractor FPDS-NG support will correct the existing document (award or modification) where the error was reported or the last modification issued to update the buyer, CO, P-Group or COTR based on this numbering scheme.

When transitioning workload, the current CS is responsible for changing the buyer, CO or P-Group fields to the gaining party before transferring the files.

F. Placing T/DO’s Against Internal or External Contracts -

1. Internal Contracts - “Internal” contracts are those instruments issued by NASA, e.g., GSFC, NSSC, LaRC, and reside in CMM. Prior to attempting to issue a T/DO against an internal Contract, display the contract in CMM and review the information contained within the Main, General, SAP OA/PO Indicator field to determine if the base contract is shared or opt-in. If the base contract cannot be displayed, ensure the search is being conducted in CMM with the correct site entered, e.g. GSFC is in the “site” field. If the site code cannot be entered, submission of a NF 1700, IEMP System Access Request, is required to obtain access to the necessary site in CMM. If the document still cannot be accessed after the site has been updated to allow access, contact the sharing Center Contracting Officer for access to the document. Read-only access to the base award is needed, as a minimum, in order to issue T/DO’s against the contract. If the award is shared or opt-in, T/DO’s must be entered against the base as an internal award.

SEWP Orders are to be issued as internal orders against the SEWP contract and the appropriate Contract Line Item Number. The following fields shall be revised to identify LaRC as the issuing office of the order: Under the Main, General Tab - Admin Office Code, Issuing Office Code, Invoice Office Code, and Contracting Officer Representative (which comes over as the representative from the SEWP contract); Under the Main, Additional Information Tab - Payment Office and Originating Office.

2. External Contracts - “External” contracts are those instruments issued by government agencies other than NASA, e.g., GSA, or do not reside in CMM. A T/DO issued against an external contract must be issued as an external award and the external contract number (e.g., for GSA, GS-XX-XXXXX) needs to be entered when creating the T/DO document. However, if awarding a GSA IDIQ T/DO which provides for the issuance of separately funded T/DOs, the GSA IDIQ T/DO should be entered into CMM as a Shared or Opt-In contract.

G. Additional Requirements for T/DOs - The following requirements are for the fields located in CMM under the Main - Additional Information and Main - General Sections:

533 Requirement - If the base contract requires a 533 and is a service contract, all T/DOs issued against the base contract shall have the 533 box checked.

1018 Reportable Property (Contract contains NASA FAR Supplement (NFS) clause 1852.245-73) - If a 1018 is required, only the base award shall have the 1018 field populated with the requirement. Subsequent T/DOs shall have the 1018 field populated with “N” as the requirement.

Delegations - If the base contract requires delegations, only the base award shall have the delegation field populated with the requirement. T/DOs shall have the delegation field populated with “F” as the requirement.

Security - If a DD Form 254 is issued at the contract level, only the base award shall have the security field populated with the requirement. Unless there is a separate DD Form 254 issued for a T/DO, all T/DOs shall have the Security field populated with “N” as the requirement.

Period of Performance (PoP) - If linking T/DO to a base award document residing within CMM (e.g. SEWP), the PoP for the base award document will pre-populate these fields. Ensure the information is updated to reflect the T/DO’s PoP.

H. Sharing LaRC Documents - Share all released award/modification documents with your Branch and appropriate user groups (e.g., FPDS-NG, PO Expeditor) with read-only access. Complete this action under the Ownership tab. The personal default sharing capability of CMM shall not be used unless your backup is a backup for ALL of your work to include solicitation creation, amendment and issuance.

I. Reminders -

1. Upon PR receipt, ensure the material group cited is appropriate for the award action being processed. The material group directly relates to either a product service or federal supply classification. For contracts, a separate Contract Line Item must be entered/present for each material group. Enter the material group into the product service/federal supply search screen to obtain a description.

2. Do not self approve bilateral agreements until the contractor’s signature has been obtained (e.g., document status “In Progress”). Ensure that award and effective dates are updated prior to self approving. If the document is routed to a CO for review, ensure the correct approval criteria are selected under the routing functionality.

3. Once the Self Approve button is clicked, immediately exit the document. CMM does not have to be exited. The notifications inbox must be used to check the status of the document.

J. Acronyms -

BOA	Basic Ordering Agreement
BPA	Blanket Purchase Agreement
CMM	Contract Management Module
CO	Contracting Officer
COTR	Contracting Officer Technical Representative
DD Form	Department of Defense Form
EPS	Electronic Posting System
EPSS	Enterprise Performance Support System
EUPS	End User Procedures
FPDS-NG	Federal Procurement Data System - Next Generation
GSA	Government Services Administration
GSFC	Goddard Space Flight Center
ID	Identity
IDIQ	Indefinite Quantity/Indefinite Delivery
IEMP	Integrated Enterprise Management Program
LaRC	Langley Research Center
NF	NASA Form
NSSC	NASA Shared Service Center
OP	Office of Procurement
P-	Purchasing
PoP	Period of Performance
PR	Purchase Request
R&D	Research and development
RFQ	Request for Quotes
SEB	Source Evaluation Board
SEWP	Solutions for Enterprise Wide Procurement
SF	Standard Form
T/DO	Task/Delivery order